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Minimum Qualification Specifications
for the Class:

ASSISTANT MANAGING ADULT CORRECTIONS OFFICER
(ASSISTANT MANAGING ACO)

Basic Education/Experience Requirements:

Graduation with a baccalaureate degree from an accredited university or college with either a major, or a sufficient number of credit hours in appropriate subjects which would satisfy academic requirements for a major in sociology, psychology, criminology, penology or other related behavioral science. Excess specialized work experience as described below in the experience section or any other progressively responsible managerial or professional work experience which provided knowledge, skills and abilities comparable to those acquired in four years of successful study while completing a college curriculum in one of the previously cited majors may be substituted for education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or substitutable specialized experience background in sociology, criminology, penology, psychology or other related behavioral science must have included but is not limited to a knowledge of the general principles pertaining to society and criminal justice, basic human behavior and corrections administration.

In addition, for all of the different areas described above, the education or experience background must also include demonstrated ability to write reports, read and interpret complex written material, speak effectively and persuasively, interact with others to establish effective working relationships, and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for elsewhere in this specification, applicants must have had progressively

responsible experience of the kind and quality described, and in the amounts shown in the following paragraphs.

General Experience: Two (2) years of responsible technical corrections experience which required the application of knowledge of the behavioral and social sciences as they relate to redirecting, rehabilitating or maintaining and assisting persons in a correctional institutional program.

Specialized Experience: Two (2) years of responsible supervisory technical corrections work in a correctional facility or program involving the direction, control and coordination of a major component of facility or program operation including planning and integration with other components, and overall management. Such work experience must indicate the applicant's exposure to administrative processes associated with operations management in planning, organization, staffing, coordination, evaluation, reporting and budgeting consistent with the work of the class. Moreover, such experience must have demonstrated the applicant's knowledge of the philosophy, principles, concepts and practices relating to criminal justice and corrections administration.

Administrative Aptitude: Administrative aptitude is the demonstration of aptitude or potential for the performance of administrative duties through successful completion of regular or special assignments which involved administrative activities (e.g., in planning, organizing, promoting and directing a program providing staff advice and assistance); interest in management demonstrated by the performance of work assignments in a manner which clearly indicates an awareness of managerial problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles which were learned to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; or success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

1. Possession of a master's degree or successful completion of 30 graduate semester credits from an accredited university with specialization in

sociology, psychology, criminology, penology or other related behavioral science may be substituted for the basic education/experience requirements and two years of General Experience.

2. Successful completion of all requirements for the Ph.D. degree from an accredited university with specialization in one of the fields described in (1) above may be substituted for the Basic Education/Experience Requirements and two years of the General Experience Requirements and one year of the Specialized Experience.

Substitution of Specialized Experience for General Experience: Excess specialized Experience of the type and quality described above may be substituted for General Experience on a year-for-year basis.

Any combination of work experience and/or education, although not cited in the preceding sections, which clearly demonstrate the applicant's possession of knowledge, skills and abilities comparable in quality and quantity to that described in this specification, may be accepted as satisfying a portion or all of the minimum qualification requirements.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the

connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

Desirable Qualifications:

Demonstrated competency in:

- Communicating effectively with individuals with diverse backgrounds, orally and in writing. Manage and resolve conflicts, confrontations, and disagreements.

- Negotiation that result in a mutually acceptable solution(s).
- Developing teamwork to achieve improvements to operational goals.
- Encouraging and facilitating obtaining cooperation, instilling pride, and fostering trust and group identity in order to work as an effective group.
- Leadership and motivating staff.
- Leadership or managing operations to meet expected performance levels on time.
- Consistent and effective use of the State's performance management system by setting performance standards; appraising staff accomplishments using the developed standards; and taking action to reward, counsel, coach, or remove employees as appropriate.
- Understanding and implementing the collective bargaining agreements effectively.
- Self-starter in recognizing problems and resolving issues.

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This is the first minimum qualification specification for the new class ASSISTANT MANAGING ADULT CORRECTIONS OFFICER (ASSISTANT MANAGING ACO).

DATE APPROVED: _____

DAVIS K. YOGI
Director of Human Resources Development